

## ACAC Grants Committee (GC)

(aka Arlington Cultural Council)

### Final Minutes

January 14, 2019, 7:30-9pm

Town Hall Annex, 1<sup>st</sup> Floor Conference Room

Attendance:

Member Name	Present?	Member Name	Present?
Lisbet Taylor, Co-Chair	Yes	Becky Holmes-Farley, Corresponding Secretary	Yes
Kimberley Harding, Co-Chair	no	Asia Kepka, Member-at-Large	Yes
David Harris, Publicity Coordinator	Yes	Jeff Timperi, Treasurer	Yes
Heidi Kendig, Member-at-Large	no		

The meeting was called to order at 7:35p

1. **December 10 minutes:** The minutes were unanimously approved.
2. **Co-Chair Report**
3. **Corresponding Secretary Report:** Denial letters went out on December 11. – The email for Shadaj's Rajesh Godbole did not work. So it was sent to the general email for Shadaj, with a note, asking for a response. None was forthcoming. A hard copy was sent via postal service. Approval letters went out on January 2, after the 15 day wait period, and after Lisbet had sent in the MCC Annual Report. One error was made with the spelling of Katherine Shozawa's name, but the error was later corrected. Six grantees sent their publicity photos. A discussion followed about how it is inadvisable, for security reasons, to send W9 forms back to ACC via email. It seems the instructions in the grant letter are sometimes not being followed. Becky suggested that next year the request that W9s be snail-mailed can be emphasized in red in the award letter. A couple of people expressed the view that if grantees don't read the award letter, there's not much the Council can do.
4. **Treasurer Report:**  
Grant Agreements and W9s: 7 grantees returned both forms via postal service, save for one W9, one of Dave's grantees. Dave emailed them a reminder on the spot.  
Final 2018 Reports: Outstanding: ACA Migration (project not yet completed); ACC's "Windows"; Claudia Donnet; Marion Carroll; Paul Marotta. Asia was liaison for two who had sent her narrative reports but without the one-page form. She will follow up, as will the other liaisons. Lisbet had gotten two final reports from 2019 grantees, stating they would not get their new grants without the 2018 final reports. A final impetus for grantees: "You must submit the final report, or you will be required to return the grant money to the MCC."  
It was commented that the current "Windows" exhibit is less than ideal, and that the project was an unfortunate lesson in more effective grants management.

5. **Publicity for 2019 Grants** – Dave sent out the January 9th P.R. on 2019 grants to the Advocate, FB, and Your Arlington (YA), YA posting as well to the A-List. Dave also submitted it to ACAC for their newsletter and for the artsarlington.org website. ACAC's Janet Oberto wants paragraphs on each grant; as Lisbet had just created such a document, she will send it to Dave.
6. **Election of 2019 Officers:** Deferred to February, as absent new member Heidi Kendig needs to agree to an assignment. Lisbet and Kimberley had consulted, and Lisbet asked Heidi if she would be Recording Secretary; she has not responded, due to illness. Jeff suggested perhaps she should take on Treasurer, as he will be leaving in 2020. Lisbet will be cycling off October 1, 2019. For now, the duties of the Recording Secretary will be shared among current Council members.  
**ACTION ITEM:** As the ACAC representative, **Kimberley will be asked to tell ACAC that we need more members.**
7. **Choice of date for Grantee Spring reception:** Tuesday, April 23, 6-8pm. This date was chosen after consulting the Town calendars to avoid conflicts of interest, including the same date as the Select Board, as members were unable to attend in 2018. Asia will contact Robbins Library re reserving the Community Room.
8. **Liaison check-ins:** 2018 Final Reports (see Treasurer's report above); All 2019 Grantee liaison letters were sent.
9. **Other Business:**
  - Dropbox docs: Dave moved some items, including the "Archives" file, to google drive. To access google drive: go to google.com; log onto [Arlingtonculturalcouncil@gmail.com](mailto:Arlingtonculturalcouncil@gmail.com); add password; Click on 9-squared goggle apps box near top right; then click on triangular Drive icon.
  - Bylaws were revised in 2016 to "Guidelines": Saved in Dropbox under General Administration -> Member Binder -> Guidelines, Policies and Procedures.

Meeting was adjourned at 8:34p.m.

**UPCOMING GC MEETINGS:** February 11, 2019, 7:30 – 9 pm (then March 11, April 8, May 13, June 10, July 8, August 12, September 9, October 15, November 12, and December 9, 2019).

**UPCOMING EVENTS:** JAN. 18-21 Belmont World Film Festival: Regent Theatre 1/18 opening night + 1/20.

## 2019 GRANTEES

Grantee	Project Title	Award	Liaison	Date of Proj.	W-9	Grant Agrmt	Final Rept	Notes
Arlington Historical Society	Conservation of Abel Whitney Sideboard	\$1,000	Heidi		yes	yes		
Arlington Public Art	PATHWAYS: Contemporary Art on the Minuteman	\$2,000	Asia					

Belmont World Film	Belmont World Film's 16th Annual Family Festival	\$750	Dave	1/18 Opening ngt; 1/20 Regent Th.		yes		No W9; Dave is following up.
Delvena Theatre	Ann and Abby	\$550	Jeff			yes		No W9; Jeff is following up.
Discovery Museum, Acton	Especially for Me	\$250	Jeff		yes	yes		
Fox, Dan	Family Jazz Program and Instrument Petting Zoo	\$600	Heidi					
Friends of Magnolia Park	Summer Concert Series in Magnolia Park	\$1,500	Asia					
Green Art Workshop	Whimsical Weavings	\$1,000	Becky	Spring 2019	yes	yes		Brackett Elementary School
McGowan, Rebecca	Irish Social Dance	\$880	Lisbet	7 Th. Eves, Sept & Oct.				
Philharmonic Soc. of Arl.	Almost-Spring Concert "A Game of Pairs"	\$1,000	Becky	March 10, 2019	yes	yes		First Parish Unitarian Universalist Church, Arlington
Robbins Library	Arlington Author Salon	\$1,460	Kimberley	1/10/19;				
Rudnick, Ben	Ben Rudnick and Friends Concert in Menotomy Rocks Park	\$550	Dave		yes	yes		
Shozawa, Katherine	Vita Project	\$1,000	Kimberley					
Thompson School	Japanese House Excursion and Suminigashi experience	\$1,500	Lisbet	March 21 & 22, 2019	yes	yes		
Tincknell, Roger	Elvis to the Everly Brothers	\$365	Asia					
True Story Theater	LGBTQ+ Intergenerational Stories	\$1,300	Becky	Spring 2019	yes	yes		Arlington Center for the Arts & Arlington Senior Center

**TOTAL: \$15,705**

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